

## Observation Process Guidelines

### Announced Visit

1. The Teacher completes the D1-D4 Lesson Plan form while referencing the Rubric adapted from Danielson Framework. **Due 48 hours prior to the pre-conference**
  - a. The Teacher uploads this form to the Teacher specific shared network folder.
  - b. The Teacher and the Supervisor collaborate until the plan is written at the Distinguished Level according to the Rubric.
  - c. The Teacher and the Supervisor meet for the preconference.
2. The Supervisor observes the lesson and documents evidence using the Observation Evidence Collection (OEC) form, D2/D3.
3. The Supervisor uploads the OEC form to the Teacher specific shared network folder. **Due within 48 hours maximum**
4. The Teacher reviews the evidence, makes any additions or comments on the OEC form, and saves the file (It is recommended that the teacher uses a different font, style or color).
5. The Teacher will use the OEC form and the Rubric adapted from Danielson Framework to self-assess the lesson using the evidence collected. The Teacher should indicate his/her specific levels of performance on the Rubric using the highlighter tool. **Both the OEC and the highlighted Rubric are due within 48 hours of receiving the Supervisor's evidence.**
6. The Supervisor will indicate components of agreement only and prepare questions for the post conference.
7. The Supervisor and Teacher will conduct the post-conference to discuss the components of difference during the post-conference session. **All steps below are due within five days of the Teacher's submission of the self-assessment**
  - a. The Teacher shares his/her rationale for the self-assessment rating and supports the position with the Rubric and evidence
  - b. The Supervisor makes final decisions and the Teacher and Supervisor complete the component level rating (F, NI, P, or D), the observation summary, identifying component strengths and areas for growth (one - two of each).
  - c. The Supervisor and Teacher will identify next steps for targeting the component areas for growth.
  - d. The Teacher and Supervisor sign the Observation Summary page, and both receive copies.
  - e. The original signed documents are submitted to Personnel Services for recording and placement in the teacher's personnel file.

### Unannounced Visit

1. Skip step 1
2. The Supervisor observes the lesson and documents evidence using the Observation Evidence Collection (OEC) form, D2/D3.
3. The Supervisor uploads the OEC form to the Teacher specific shared network folder. **Due within 48 hours maximum**
4. The Teacher reviews the evidence, makes any additions or comments on the OEC form, and saves the file (It is recommended that the teacher uses a different font, style or color).
5. The Teacher will use the OEC form and the Rubric adapted from Danielson Framework to self-assess the lesson using the evidence collected. The Teacher should indicate his/her specific levels of performance on the Rubric using the highlighter tool. **Both the OEC and the highlighted Rubric are due within 48 hours of receiving the Supervisor's evidence.**
6. The Supervisor will indicate components of agreement only and prepare questions for the post conference.

7. The Supervisor and Teacher will conduct the post-conference to discuss the components of difference during the post-conference session. **All steps below are due within five days of the Teacher's submission of the self-assessment**
  - a. The Teacher shares his/her rationale for the self-assessment rating and supports the position with the Rubric and evidence
  - b. The Supervisor makes final decisions and the Teacher and Supervisor complete the component level rating (F, NI, P, or D), the observation summary, identifying component strengths and areas for growth (one - two of each).
  - c. The Supervisor and Teacher will identify next steps for targeting the component areas for growth.
  - d. The Teacher and Supervisor sign the Observation Summary page and both receive copies.
  - e. The original signed documents are submitted to Personnel Services for recording and placement in the teacher's personnel file.

**Walk Through** - The walk through experience is meant to support the Teacher's component strengths and components of focus. It is meant to observe patterns of practice and growth over time. (3 - 10 minutes in length)

1. The Supervisor visits the classroom and uses the Walk-Through Observation Evidence form to document evidence in related components.
2. The Teacher has the option to review the form and add evidence.
3. Walk-through forms are not submitted to Personnel until the end of the year when the final evaluation is completed. Copies can be provided to the Teacher.

- Best practice suggests a face to face pre-conference and post-conference; however, in rare cases it may be necessary to conduct one or both of these virtually, with original signatures obtained following review.